



DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY INFANTRY CENTER
FORT BENNING, GEORGIA 31905-5000

REPLY TO
ATTENTION OF

Policy Memorandum 220-90-2

ATSH-TPA-B (220)

DEC 30 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Utilization and Supervision of the Infantry Band

1 REFERENCES:

AR 220-90, Army Bands, 27 Nov 00.

b. DA PAM 220-90, A Guide for Senior Commanders, 31 Jan 01

c. AR 360-1, The Army Public Affairs Program, 15 Sep 00.

d. AR 600-25, Salutes, Honors, and Visits of Courtesy, 1 Sep 83.

e. FM 12-50, The Military Band, 15 Oct 00.

f. FM 22-5, Drill and Ceremonies, 8 Dec 86.

g. DOD 5500.07R, Joint Ethics Regulation, 30 Aug 93.

2. PURPOSE. This policy memorandum establishes priorities, assigns responsibilities, and prescribes procedures pertaining to the utilization and supervision of the 283rd Army Band (The Infantry Band). The word "he" is intended to include both the masculine and feminine genders and any exceptions to this will be so noted.

3. POLICY. In accordance with AR 220-90, the 283rd Army Band (Infantry Band) is attached to the 11th Infantry Regiment, United States Army Infantry Center and Fort Benning. It provides musical support to Fort Benning and the surrounding communities and will primarily promote and maintain the morale and esprit de corps of troops by playing at military formations, recreational functions and by presenting formal concerts. The band may also support civil affairs and community relation's activities. The commanders and staff exercising responsibility are as follows:

a. The band is attached to 1st Battalion, 11th Infantry Regiment for command and control, UCMJ actions, quarters, rations, administration, and other logistical support.

b. Commander, 283rd Army Band, is responsible for the command and control of the band. The Commander will ensure that all performance requests comply with Army

Policy. The DOT and the Commander, Infantry Band, has the approval/disapproval authority for all requests.

c. The Chief, Public Affairs, USAIC, is responsible for consolidating all civil commitments and providing requests for such support to the 283rd Army Band for coordination.

d. The Staff Judge Advocate is responsible for ensuring requests for band support are in accordance with all applicable regulations, policies and law.

e. The Chief of Staff (CofS), USAIC, will review all requests that the Staff Judge Advocate has determined do not meet standards of legal sufficiency prior to requestor notification.

f. The DOT will render final decisions in the event of conflicting requests.

g. Priorities. The band will participate in listed activities under the guidelines of AR 220-90 and AR 360-1.

h. Commitment Procedures.

(1) Band commitments will be in accordance with policies and procedures of AR 220-90 and AR 360-1. Performance requests (enclosure) must comply with these policies prior to obligating band support.

(2) Submit requests for band support for off-post events to the Chief, PAO, NLT 60 days prior to the event. The Chief, PAO, will forward requests to the Band's Operation Sergeant. When support of a civil function is cancelled due to a priority engagement, PAO will inform the requester of the cancellation in writing.

(3) Submit requests for band support for on-post events directly to the Band's Operation Sergeant at email: BandOperations@benning.army.mil), for coordination NLT 30 days prior to the event, and copy DOT,OTD on the email.

(4) A memorandum of lateness explaining circumstances for the late submission and criticality for mission support will accompany requests for band support outside the 30/60-day coordination window.

(5) The DOT, OTD and the Band's Operation Sergeant will review all requests to determine supportability based on previously scheduled training or commitments (as well as band capability) and compliance with applicable regulations, policies and law. The Commander, Infantry Band, will provide a recommendation or identify requirement(s) to deconflict requests, to the requester.

(6) Any request that presents a legal concern/conflict is laterally staffed through the Staff Judge Advocate by the Chief, OTD, immediately upon receipt of the request. The SJA will review the request and provide a recommendation to OTD within 48 hours. Requests determined by SJA not in accordance with regulations, policy or law are coordinated with the Chief of Staff, USAIC, prior to notification to the requestor. Resolution of legal sufficiency should be coordinated prior to subsequent staffing to the band. SJA's approval will accompany the request to the band. In the event of time-sensitive requests, concurrent coordination with SJA and the band is conducted to efficiently process the request and plan for the event.

(7) Bugler Support: The only exception to the prescribed procedures for band commitments is bugler support. Bugler support (funerals, retreat ceremonies, etc.) comprise a major portion of band requests. The inherent short notice to support funerals and memorial services necessitate that requests for bugler support be processed as quickly as possible to the Band Operation NCOIC. These requests may be considered and scheduled using telephonic coordination (followed by hard copy request). The Band Commander will notify the AG Casualty Branch, DOT, and Commander, 1/11th Infantry Regiment, immediately when trumpet assets fall below requirements to perform a requested mission. DOT will make the determination and notify the band as to what mission will be supported. DOT will notify all agencies of their decision.

1. Support For Social Functions.

(1) Band support for social functions is prescribed by AR 220-90, paragraph 3-2. This policy ensures band support is consistent with DA guidelines and the band is fully utilized in support of military morale, welfare and recreational activities as prescribed by its mission. Band support for social functions is authorized if the following criteria are met:

(a) The function is "organizational" in nature and is sponsored by an active duty military activity. Examples include the: Army Birthday Ball, Infantry Ball, all official Dining In/Out activities and unit organizational days. Examples of activities where band support is not authorized are: promotion parties, wedding receptions, retirement parties and other personal social events.

(b) The official musical support is limited to "incidental" music when the purchase of entry tickets or any meals/beverages are required. Musical support is "incidental" if it does not constitute a primary attraction or when there is very little probability that it will increase the participation of the event. Examples of "incidental" music are: background music for receptions/dinners, patriotic programs of either general or specific orientation, and trumpet/drum support of ceremonial events. Musical support is not "incidental" when it is essential to the conduct of the event. For example, dance music is essential to a dance/ball and cannot be officially supported.

(2) An understanding of typical official functions is necessary to make a decision regarding the designation of an event as an official function. In functions such as Dining In/Out or Dinners and Branch Anniversary Balls (normally including rendition of honors and by musical programs of a patriotic or historic nature) the band may provide official musical support. This excludes the portion of the program that is purely social and/or occurs after completion of the formal musical presentation and event. For example, the band may play unpaid while guests are officially received, during dinner as a prelude to a formal musical presentation and during the presentation itself. If social dancing follows the formal musical presentation, other contractual musical support arrangements by the requester must be made. Dance music is social in nature and cannot be supported.

j. Environmental Weather Conditions: For band member safety, all approved band support requests may be terminated due to inclement weather. A risk assessment for all outdoor support requests will be conducted when the Wet Bulb Globe Temperature Index exceeds 90 degrees Fahrenheit or the wind-chill equals 32 degrees Fahrenheit or below.

k. Transportation.

(1) The Fort Benning Transportation Office provides transportation for all activities within a 50-mile radius.

(2) Band personnel travel in military buses (school type) should be limited to the immediate area (100 miles round trip). Transportation requirements exceeding a 100-mile round trip should be performed in an "over the road" (commercial type) bus. Requesting units, other than Fort Benning units, for trips exceeding the 100-mile round trip, will fund commercial transportation. Exceptions to these guidelines will be handled by the OTD on a case-by-case basis.

1. Block Leave. To ensure availability of maximum instrumental balance for all band performances, block leave will be granted during the Christmas holiday period after all IET graduations are completed (Fort Benning Christmas Exodus), and 2 weeks during the summer months. DOT will schedule this block leave on the Fort Benning Long Range Training Calendar each year and not commit the band. This will be completed six months prior to the leave period. Chief of Staff, USAIC, is the final authority for the approval of block leave.

4. SUPERSESSON: This policy memorandum supersedes USAIC Policy Memorandum 220-90-1, 13 Dec 00, same subject.

SUBJECT: Utilization and Supervision of the Infantry Band

5. PROPONENT: Commander, 283rd Army Band, 545-3158/5313.

FOR THE COMMANDER:

Encl

Request for Infantry Band
Support


CHARLES D. CORNWELL
Colonel, Infantry
Chief of Staff

DISTRIBUTION:
Admin List

REQUEST FOR INFANTRY BAND SUPPORT

Unit Requesting: _____ POC/Tel: _____

Commitment Date: _____ Time: _____

Event Description (Attach original request):

<input type="checkbox"/> Change of Command	<input type="checkbox"/> Honor Bayonet	<input type="checkbox"/> Graduation
<input type="checkbox"/> Retirement	<input type="checkbox"/> CG Event	<input type="checkbox"/> Formal Reception
<input type="checkbox"/> Informal Reception	<input type="checkbox"/> Dining In	<input type="checkbox"/> Dining Out
<input type="checkbox"/> Arrival	<input type="checkbox"/> Departures	<input type="checkbox"/> Memorials
<input type="checkbox"/> Social Event	<input type="checkbox"/> Parades	<input type="checkbox"/> School Concerts
<input type="checkbox"/> Grand Opening	<input type="checkbox"/> Other: _____	

On Post ☐ Off Post ☐ Location: _____

Performing Group(s): _____ Uniform: _____

Special Music/Instructions: _____

Is request late (within 30/45 day lock-in)? ☐ Yes ☐ No

Date Received: _____ Received By: _____

STAFFING

Band Commander: Approve/Disapprove	Comments:	Date/Signature
DOT Operations: Concur/Non-concur	Comments:	Date/Signature
DOT Director:	Comments:	Date/Signature